
SPECIAL REVENUES

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MOTOR VEHICLE AND EQUIPMENT REPLACEMENT FUND 126

MISSION STATEMENT

Provide funding for the replacement of the City of Everett's motor vehicle and equipment inventory.

SUMMARY

Expenditure Budget	\$3,103,634	FTE's	0.0
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REVENUE DESCRIPTION

The General Fund contributes annually to the motor vehicle and equipment replacement fund on behalf of the General Government departments. Non-General Government departments purchase their vehicles and equipment directly from their own funds. Other sources of revenue include but are not limited to interest, insurance recoveries, sale of scrap, and sale of retired General Government motor vehicles and equipment.

INVENTORY OF SERVICES

DEPARTMENT	126/Motor Vehicle and Equipment Replacement	ACTIVITY	1 - General Government Vehicle & Equipment Replacement
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CAPITAL OUTLAY	\$2,872,741
TOTAL COST	\$2,872,741
TOTAL FTEs	0

DESCRIPTION

- Builds a reserve for general government vehicle and equipment replacements
- Provides long-term general government vehicle and equipment replacement planning in order to estimate resources needed for future replacements
- Works with the Motor Vehicle Division (MVD) to evaluate vehicles and equipment for replacement

EXPECTED RESULTS

- Timely and reliable information regarding the financial impacts of general government vehicle and equipment replacements
- Adequate resources are available for current year general government vehicle and equipment replacements

INVENTORY OF SERVICES (continued)

DEPARTMENT	126/Motor Vehicle and Equipment Replacement	ACTIVITY	2 - MVD Equipment Replacement
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TRANSFERS OUT	\$230,893
TOTAL COST	\$230,893
TOTAL FTEs	0

DESCRIPTION	<div style="background-color: #0000FF; width: 15px; height: 10px; margin-bottom: 5px;"></div> Builds a reserve for future MVD equipment replacement needs
	<div style="background-color: #0000FF; width: 15px; height: 10px; margin-bottom: 5px;"></div> Provides long-term MVD equipment replacement planning in order to estimate resources needed for future replacements

EXPECTED RESULTS	<div style="background-color: #FF0000; width: 15px; height: 10px; margin-bottom: 5px;"></div> Timely and reliable information regarding the financial impacts of MVD equipment replacements
	<div style="background-color: #FF0000; width: 15px; height: 10px; margin-bottom: 5px;"></div> Adequate resources are available for current year MVD equipment replacements

BUDGETED EXPENDITURES

	2016	2017	2017	2017	2018
	Actual	Adopted Budget	As Amended 9/20/2017	Estimate	Proposed Budget
Fund 126: Motor Vehicle/Equip. Repl.					
Program 126: General Gov Vehicle Repl.					
Revenue					
Beginning Balance	6,109,503	6,398,805	7,632,335	7,514,375	7,103,286
Contribution From General Fund/Other	3,335,398	1,225,941	1,225,941	3,025,941	526,724
Sale of Capital Assets	146,039	40,000	40,000	60,000	40,000
Interest Earnings	97,862	103,522	103,522	105,000	146,000
Total Available	9,688,802	7,768,268	9,001,798	10,705,316	7,816,010
Expenditures					
Engineering Vehicle Replacement	76,935	390,000	390,000	440,000	-
Animal Services Vehicle Replacement	75,505	-	-	-	-
Police Vehicle Replacement	958,317	744,000	744,000	744,000	959,000
Fire Vehicle Replacement	443,335	44,000	1,216,917	1,216,917	963,741
Facilities Vehicle Replacement	43,586	-	-	23,000	-
Parks Vehicle Replacement	480,631	340,000	563,613	567,613	225,000
Streets Vehicle Replacement	96,118	437,500	437,500	458,500	475,000
Unanticipated Replacements/Misc	-	250,000	250,000	152,000	250,000
Total Expenditures	2,174,427	2,205,500	3,602,030	3,602,030	2,872,741
Ending Balance	7,514,375	5,562,768	5,399,768	7,103,286	4,943,269
Program 501: MVD Equipment Repl.					
Revenue					
Beginning Balance	178,744	231,444	231,444	231,921	178,790
Transfers In	50,004	50,000	50,000	50,000	48,000
Interest Earnings	3,173	3,384	3,384	2,850	4,103
Total Available	231,921	284,828	284,828	284,771	230,893
Expenditures					
Transfers Out	-	284,828	284,828	105,981	230,893
Total Expenditures	-	284,828	284,828	105,981	230,893
Ending Balance	231,921	0	0	178,790	0
2018 Budget Appropriation					8,046,903

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HOTEL/MOTEL TAX FUND FUND 138

MISSION STATEMENT

Promote tourism in the City of Everett.

SUMMARY

Expenditure Budget	\$	725,000	FTE's	0.0
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REVENUE DESCRIPTION

The City of Everett imposes a 2% hotel/motel tax on lodging fees. The funds collected must be used for the promotion of tourism.

INVENTORY OF SERVICES

DEPARTMENT 138/Hotel/Motel Tax Fund ACTIVITY 1 - Hotel/Motel Taxes

M&O	\$725,000
Revenue Offset	(568,500)
TOTAL COST	\$156,500
TOTAL FTEs	0

DESCRIPTION ■ Promotes tourism by contributing funds to civic events and toward capital funding for venues that hold civic events

EXPECTED RESULTS ■ Contribute \$100,000 to the Everett Public Facilities District to support debt service and operating costs associated with the Everett Events Center

■ Distribute funds to support and promote tourism within the City

■ Maintain a reserve balance adequate to cover one year of fixed obligations

BUDGETED EXPENDITURES

	2016	2017	2017	2017	2018
	Actual	Adopted Budget	As Amended 9/20/2017	Estimate	Proposed Budget
Fund 138: Hotel/Motel Tax					
Revenue					
Beginning Balance	458,494	464,494	464,494	554,040	486,390
Hotel/Motel Tax	475,529	465,000	465,000	525,000	560,000
Interest Earnings	7,794	7,664	7,664	7,350	8,500
Total Available	941,817	937,158	937,158	1,086,390	1,054,890
Expenditures					
City Tourism Program	87,744	150,000	150,000	150,000	150,000
Hotel/Motel Grants	150,033	300,000	300,000	300,000	425,000
Events Center Support	150,000	150,000	150,000	150,000	150,000
Total Expenditures	387,777	600,000	600,000	600,000	725,000
Ending Balance	554,040	337,158	337,158	486,390	329,890
2018 Budget Appropriation	1,054,890				

CUMULATIVE RESERVE - REAL PROPERTY ACQUISITION FUND 145

MISSION STATEMENT

To consolidate City funding for the acquisition of real property.

SUMMARY

Expenditure Budget	\$ 1,913,816	FTE's	0.0
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REVENUE DESCRIPTION

Sources of revenue for Fund 145 include proceeds from the sale and leasing of City property.

INVENTORY OF SERVICES

DEPARTMENT <u>145/Cumulative Reserve - Real Property Acquisition</u>	ACTIVITY <u>1 - Real Property Acquisition</u>
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M&O	\$148,500
CAPITAL OUTLAY	1,765,316
Revenue Offset	(24,500)
NET COST	\$1,889,316
TOTAL FTEs	0

DESCRIPTION

- Provides a mechanism to consolidate City funding for the acquisition of real property
- Pays and manages costs associated with the acquisition of real property
- Manages the sale and lease of City property

EXPECTED RESULTS

- The purchase, lease, and sale of real property are managed efficiently

BUDGETED EXPENDITURES

	2016	2017	2017	2017	2018
	Actual	Adopted Budget	As Amended 9/20/2017	Estimate	Proposed Budget
Fund 145: Cum Resv/Real Prop. Acq.					
Revenue					
Beginning Balance	1,984,396	1,912,396	1,912,396	1,930,616	1,889,316
Interest Earnings	29,771	30,000	30,000	25,000	20,000
Right of Way Fees	19,477	3,500	3,500	78,000	4,000
Miscellaneous	25	650	650	700	500
Total Available	2,033,669	1,946,546	1,946,546	2,034,316	1,913,816
Expenditures					
Land & Building	-	1,835,896	1,835,896	-	1,765,316
M & O	103,053	110,650	110,650	145,000	148,500
Total Expenditures	103,053	1,946,546	1,946,546	145,000	1,913,816
Ending Balance	1,930,616	0	0	1,889,316	0
2018 Budget Appropriation	1,913,816				

PROPERTY MANAGEMENT FUND 146

MISSION STATEMENT

The mission of the Property Management Fund is to provide a means by which Administration can manage its commercial space; track the collection of tenant lease receipts and associated operating expenses for the Culmback, the Wall Street and South Precinct Buildings; and maintain reserves for general government maintenance and repair projects.

SUMMARY

Expenditure Budget	\$ 2,351,823	FTE's	0.0
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REVENUE DESCRIPTION

The program is funded from revenues received from tenants of the Wall Street, Culmback, and South Precinct buildings, parking fees, interest income, and contributions from the general fund.

INVENTORY OF SERVICES

DEPARTMENT **146/Facilities & Property Management** **ACTIVITY** **1 - Property Management Fund**

M&O	\$1,154,323
CAPITAL OUTLAY	1,197,500
Revenue Offset	(1,676,352)
NET COST	\$675,471
TOTAL FTEs	0

DESCRIPTION	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">     </div> <div> Manages commercial space leased by both internal and external tenants Collects tenant lease receipts Maintains and repairs buildings housing external tenants Manages employee and tenant parking spaces located on City property </div> </div>
EXPECTED RESULTS	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">   </div> <div> The South Precinct, Culmback and Wall Street Buildings are managed efficiently Maintain revenues at a level that will provide for the maintenance of these buildings </div> </div>
2017 ACCOMPLISHMENTS	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">    </div> <div> Main Library – completed circulation area remodel and coffee shop security grille Animal Shelter – completed epoxy wall and ceiling coatings Municipal Court – completed exterior fence </div> </div>

INVENTORY OF SERVICES (Continued)

2018 GOALS

Goal #1	Police Headquarters – complete roof repairs
Goal #2	Main Library – landscape renovation
Goal #3	Main Library – plaster repair and painting, 2 nd floor painting and carpet replacement
Goal #4	Evergreen Branch Library – interior painting and carpet replacement
Goal #5	Reach 50% completion on roof safety/fall protection plans for City buildings
Goal #6	Manage commercial property space to maximize income potential

BUDGETED EXPENDITURES

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 146: Property Management					
Revenue					
Beginning Balance	2,283,993	1,571,925	1,571,925	1,649,072	1,261,370
Facilities Lease	645,867	581,500	581,500	610,000	613,200
Parking	13,488	13,000	13,000	17,700	16,500
Interest Earnings	32,176	32,830	32,830	19,530	24,200
Transfers In	705,224	783,977	783,977	1,083,977	1,022,452
Total Available	3,680,748	2,983,232	2,983,232	3,380,279	2,937,722
Expenditures					
M & O	190,484	84,000	84,000	200,000	447,594
Interfund Services & Charges	297,704	448,309	448,309	448,309	416,729
Repairs & Maintenance	734,897	586,600	586,600	470,600	290,000
Capital Outlay	808,591	1,000,000	1,000,000	1,000,000	1,197,500
Total Expenditures	2,031,676	2,118,909	2,118,909	2,118,909	2,351,823
Ending Balance	1,649,072	864,323	864,323	1,261,370	585,899
2018 Budget Appropriation					2,937,722

CUMULATIVE RESERVE FOR PARKS FUND 148

MISSION STATEMENT

To provide funding for special parks projects and programs.

SUMMARY

Expenditure Budget	\$ 602,427	FTE's	0.0
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REVENUE DESCRIPTION

Sources of revenue for Fund 148 may include donations, voluntary mitigation funds, Comcast Cable Franchise PEG fees (for Public, Education, and Government T.V.), interest income and lease revenue.

INVENTORY OF SERVICES**DEPARTMENT 148/Cumulative Reserve for Parks ACTIVITY 1 - Cumulative Reserve**

CAPITAL OUTLAY	\$ 75,571
Revenue Offset	0
NET COST	\$ 75,571
TOTAL FTEs	0

DESCRIPTION	<p>■ Accounts for gifts, donations, contributions, and voluntary mitigation funds.</p> <p>■ Allows for partial offsetting of repair costs, renovations, upgrades, replacements and program development.</p>
EXPECTED RESULTS	<p>■ Entrepreneurial management approach to funding repairs, improving facilities and expanding programs based on cost recovery. Funds will be accounted for and spent for the purpose for which they were received following best practices of accounting and management.</p>
2018 GOAL	<p>■ Complete south garden of Arboretum at American Legion Memorial Park.</p>

DEPARTMENT 148/Cumulative Reserve for Parks ACTIVITY 2- Deckmann/Madison Morgan Property

M&O	\$ 26,856
Revenue Offset	0
NET COST	\$ 26,856
TOTAL FTEs	0

DESCRIPTION	<p>■ This program accounts for the revenue and expenditures associated with the Deckmann/Madison Morgan property, which was originally funded by the Snohomish County Conservation Futures program.</p>
EXPECTED RESULTS	<p>■ Provide a passive recreation/open space area.</p>
2018 GOAL	<p>■ Complete property enhancements and amenities.</p>

INVENTORY OF SERVICES (Continued)**DEPARTMENT 148/Cumulative Reserve for Parks****ACTIVITY 3 – Cable Franchise PEG Fees**

CAPITAL OUTLAY	\$ 500,000
Revenue Offset	0
NET COST	\$ 500,000
TOTAL FTEs	0

DESCRIPTION

- Everett's only government access channel is offered to more than 50,000 cable TV subscribers in Everett and in online streaming and social media formats, providing community members with the opportunity to enhance their knowledge and understanding on issues of local significance.

EXPECTED RESULTS

- Increase public awareness of local government including programs, services, events and functions using multiple media platforms.
- Create transparency in government operations while making important information, including public meetings, accessible to residents and businesses.

2017**ACCOMPLISHMENTS**

- ◆ Increased production for broadcast and social media outputs of promotional and awareness videos of government programs, city-sponsored events & highlights, and Everett tourism.
- ◆ Implemented closed caption services and upgraded Forest Park studio lighting fixtures.
- ◆ Continued production and broadcast of City Council meetings, Planning Commission meetings, *Pet of the Week*, *The Beat*, *Mayor's Update*, and council retreats.
- ◆ Recorded and produced for broadcast: Everett Police Department's Awards Ceremony, Wendt Awards, State of the City address, Envision Everett committee meetings.
- ◆ Supported Safe Streets program by broadcasting *Beyond the Street: Addiction Forum* and creating awareness videos on work crew, giving responsibly, addiction stories, and program updates and highlights.
- ◆ Live-streamed *Candidates Nights* for social media and recorded for broadcast.
- ◆ Broadcasted State Legislative updates and Tulalip Tribes cultural programs.

2018 GOALS**Goal #1**

- Enhance engagement with residents and increase programming options by producing more cross-platform programs and simple and quick-turnaround video segments for social media and TV.

Goal #2

- Equip another meeting room for remote broadcast of public meetings and events, increasing efficiency of operations and allowing for broader public access to City processes and decisions.

Goal #3

- Redesign the look of Everett Channel's community reader board with video and graphics to entertain as well as give important and relevant information to residents and visitors to Everett.

Goal #4

- Conduct outreach survey to measure Everett Channel viewership and engagement level across platforms.

FUTURE TRENDS

- Use of web-streaming and other social media tools is ubiquitous and traditional media needs to remain relevant by integrating these tools in production and broadcast and be watchful of innovations in communications technology.

BUDGETED EXPENDITURES

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 148 - Parks Reserve					
Program 000- Cumulative Reserve Revenue					
Beginning Balance	60,544	67,437	67,437	71,466	75,000
Interest Earnings	922	600	600	400	371
Donations	-	-	-	75,000	-
Transfer In	9,925	-	-	-	-
Miscellaneous	225	200	200	-	200
Total Available	71,616	68,237	68,237	146,866	75,571
Expenditures					
M & O	150	-	-	-	-
Capital Outlay	-	68,237	68,237	71,866	75,571
Total Expenditures	150	68,237	68,237	71,866	75,571
Ending Balance	71,466	0	0	75,000	0
Program 001 - Maintenance Reserve (boat launch, softball & soccer fields) Revenue					
Beginning Balance	241,269	104,222	104,222	142,132	102,958
Donations	-	-	5,500	5,500	-
Interest Earnings	3,442	1,200	1,200	1,826	1,596
Total Available	244,711	105,422	110,922	149,458	104,554
Expenditures					
M & O	92,654	105,422	105,422	46,500	-
Capital Outlay	-	-	5,500	-	-
Transfers Out	9,925	-	-	-	-
Total Expenditures	102,579	105,422	110,922	46,500	-
Ending Balance	142,132	0	0	102,958	104,554
Program 005 - Maintenance & Ops Reserve Revenue					
Beginning Balance	84,513	85,698	85,698	85,824	87,154
Interest Earnings	1,311	1,200	1,200	1,330	1,350
Total Available	85,824	86,898	86,898	87,154	88,504
Expenditures					
M & O	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Ending Balance	85,824	86,898	86,898	87,154	88,504
Program 006 - New Program Reserve Revenue					
Beginning Balance	32,559	33,059	33,059	33,064	33,559
Interest Earnings	505	525	525	495	535
Total Available	33,064	33,584	33,584	33,559	34,094
Expenditures					
M & O	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Ending Balance	33,064	33,584	33,584	33,559	34,094

BUDGETED EXPENDITURES (continued)

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 148 - Parks Reserve					
Program 007 - Capital Project Reserve					
Revenue					
Beginning Balance	211,804	214,704	214,704	166,247	168,794
Interest Earnings	3,286	1,500	1,500	2,576	2,616
Total Available	215,090	216,204	216,204	168,823	171,410
Expenditures					
M & O	14,077	-	-	29	-
Capital Outlay	34,766	216,204	216,204	-	-
Total Expenditures	48,843	216,204	216,204	29	-
Ending Balance	166,247	0	0	168,794	171,410
Program 019 - PEG Fees					
Revenue					
Beginning Balance	1,649,723	1,632,723	1,632,723	1,639,217	1,604,317
Interest Earnings	25,327	21,500	21,500	21,100	21,000
Other Misc	1,938	-	-	-	-
Total Available	1,676,988	1,654,223	1,654,223	1,660,317	1,625,317
Expenditures					
M & O	23,295	-	-	56,000	-
Capital Outlay	14,476	200,000	200,000	-	500,000
Total Expenditures	37,771	200,000	200,000	56,000	500,000
Ending Balance	1,639,217	1,454,223	1,454,223	1,604,317	1,125,317
Program 322 - Deckmann Property					
Revenue					
Beginning Balance	39,201	38,551	38,551	38,556	24,756
Interest Earnings	597	500	500	500	100
Housing Rental Revenue	-	-	-	1,000	2,000
Total Available	39,798	39,051	39,051	40,056	26,856
Expenditures					
M & O	1,242	39,051	39,051	15,300	26,856
Total Expenditures	1,242	39,051	39,051	15,300	26,856
Ending Balance	38,556	0	0	24,756	0
Program 323 - Cemex Property					
Revenue					
Beginning Balance	-	-	-	-	658,737
Donation	-	-	-	652,000	400,000
Interest Earnings	-	-	-	6,737	14,344
Total Available	-	-	-	658,737	1,073,081
Expenditures					
M & O	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Ending Balance	0	0	0	658,737	1,073,081
2018 Budget Appropriation - Fund 148 Total					3,199,387

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SENIOR CENTER RESERVE FUND 149

MISSION STATEMENT

The 149 cumulative reserve provides funding for various services, classes, travel and special events at the Carl Gipson Senior Center.

SUMMARY

Expenditure Budget	\$94,582	FTE's	0.0
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REVENUE DESCRIPTION

Sources of revenue for The Carl Gipson Senior Center of Everett's reserve fund include the following:

- Coffee Bar Sales
- Special Events revenue (i.e. Ladies Tea, Holiday Bazaar, Octoberfeast, Rummage Sale)
- Facility Rentals
- Donations
- Class Fees (computer, fitness)
- Parking Sticker Donations, Garage Parking Fees
- Trip Fees
- 20% of Gift Shop Sales
- Miscellaneous Sales
- Interest income

INVENTORY OF SERVICES

DEPARTMENT 149/Senior Center Reserve **ACTIVITY** 1 - Senior Center Activities, Classes & Special Events

M&O	\$56,282
Revenue Offset	(57,000)
NET REVENUE	\$(718)
TOTAL FTEs	0 (See Fund 027)

DESCRIPTION

- Accounts for revenue from donations, special events, computer and OLLI classes, coffee bar sales, gift shop sales, facility rental revenue and parking fees.
- Accounts for expenses associated with class instructor fees, maintenance of a computer lab for senior use, coffee bar, gift shop, facility rental monitoring and clean up, and special events such as the Annual USO Dance for Veterans (free of charge) and Volunteer Appreciation Dinner.
- Hosts Bingo 3 days/week, sponsored by the Everett Senior Center Recreation Association

EXPECTED RESULTS

- Provide quality services and programs for Seniors at the Carl Gipson Senior Center.
- Provide accurate, timely receipt and deposit of donations with appropriate donor recognition.
- Develop marketing efforts to publicize on-going activities and special events to aid in fund-raising efforts to offset expenses of the various activities and programs offered.
- Improve computer skills for seniors with goal of e-mail communication with family and friends, Internet use and research, and miscellaneous projects enjoyed through use of personal computers.

INVENTORY OF SERVICES (continued)

2017

ACCOMPLISHMENTS

- ◆ Received sponsor for a new special event (Grandview Village for Dinner with Elvis)
- ◆ Provided informational events regarding services available for seniors throughout the community such as OctoberFeast, Northwest Justice Project visits, health panels and safety classes.
- ◆ Expanded offerings at Coffee bar, resulting in an estimated monthly net revenue increase of over 25%

2018 GOALS

- Goal #1 ■ Continue partnering with retirement communities and other service providers to minimize cost to seniors
- Goal #2 ■ Execute and advertise facility rental program collaborating with Parks to drive revenue
- Goal #3 ■ Offer at least one new service and/or activity identified as an opportunity through upcoming research (survey)
- Goal #4 ■ Investigate adding parking meter to garage for increased revenue
- Goal #5 ■ Complete Senior Center 3-5 year Business Plan

FUTURE TRENDS

- A higher percentage of the population will become eligible for membership and will be more attuned to technology than today's seniors.

DEPARTMENT 149/Senior Center Reserve ACTIVITY 2 – Recreation

M&O	\$38,300
Revenue Offset	(34,550)
NET COST	\$3,750
TOTAL FTEs	0 (See Fund 027)

DESCRIPTION

- Accounts for revenue from trips to destinations of interest
- Provides opportunities to enhance physical wellness through certified exercise instruction (Enhance Fitness, Stretch-N-Tone, Table Tennis, Square Dancing, Hula, Saturday Dances and Tai Chi)

EXPECTED RESULTS

- Encourage physical activity and social interaction with peers through organized activities and classes

2017

ACCOMPLISHMENTS

- ◆ Supported programs to meet the exercise needs of seniors including, but not limited to exercise classes, Wii, Table Tennis, Saturday Dances
- ◆ Offered a variety of physical fitness classes and trips for various levels of physical abilities.
- ◆ Achieved the highest trip revenue in past 5 years

2018 GOALS

- Goal #1 ■ Offer a greater variety of day trips, physical activities and fitness class options to attract "baby boomer" generation
- Goal #2 ■ Conduct cost-benefit analyses and review fee structure for activities and trips as part of the business planning process
- Goal #3 ■ Leverage mass mailing of newsletter to increase community awareness of classes, trips, activities and programs

FUTURE TRENDS

- Participation in trips at Senior Centers are expected to increase
- National statistics show the average age of participants is getting younger, resulting in a higher demand for exercise/fitness programs

INVENTORY OF SERVICES (continued)**DEPARTMENT** 149/Senior Center Reserve **ACTIVITY** 3 - Support Services

M&O	\$0
Revenue Offset	(3,600)
NET REVENUE	\$(3,600)
TOTAL FTEs	0 (See Fund 027)

DESCRIPTION	■ Offer convenience to seniors by providing in-house health and wellness services at a low cost to include dental hygienist, foot care and pedicures, and reflexology.
EXPECTED RESULTS	■ Promote good hygiene and healthy habits with seniors
2017 ACCOMPLISHMENTS	◆ Offered regular appointments for services from dental hygienist, reflexologist and two foot care providers
2018 GOALS	
Goal #1	■ Leverage mass mailing of newsletter to increase community awareness of services
Goal #2	■ As part of the business planning process, research the need and availability to offer additional healthcare services
Goal #3	■ Execute service provider room rental fees to ensure that a share of the proceeds goes back to the center
FUTURE TRENDS	■ As the senior-aged population increases, more demands will be placed on services that assist in maintaining the health and well-being of seniors.

BUDGETED EXPENDITURES

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 149: Senior Center Reserve					
Revenue					
Beginning Balance	449,193	470,945	470,945	466,857	478,138
Gift Shop Sales	5,956	-	-	2,000	1,500
Charges for Services	44,355	54,005	54,005	49,178	64,250
Interest Earnings	7,510	7,555	7,555	7,500	7,500
Facility Rental Revenue	2,508	3,000	3,000	2,000	5,000
Private Contributions	12,287	11,196	16,458	16,156	11,500
Miscellaneous Revenue	1,182	1,600	1,600	500	5,400
Total Available	522,991	548,301	553,563	544,191	573,288
Expenditures					
M & O	56,134	76,696	81,958	66,053	94,582
Total Expenditures	56,134	76,696	81,958	66,053	94,582
Ending Balance	466,857	471,605	471,605	478,138	478,706
2018 Budget Appropriation					573,288

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FUND FOR ANIMALS FUND 151

MISSION STATEMENT

The Fund for Animals is a cumulative reserve fund that provides funds to benefit animals.

SUMMARY

Expenditure Budget	\$	100,800	FTE's	0.0
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REVENUE DESCRIPTION

Sources of revenues for this fund include donations and interest income.

INVENTORY OF SERVICES

DEPARTMENT 151/Fund for Animals

ACTIVITY 1 - Fund for Animals

M&O	\$100,800
Revenue Offset	(73,500)
NET COST	\$27,300
TOTAL FTEs	0

DESCRIPTION

- Collect donations from individuals, local businesses and grantors

EXPECTED RESULTS

- Provide quality veterinary care for shelter and foster animals
- Accurate, timely receipt and deposit of donations, with donor acknowledgment
- Promote volunteer staffed fundraising activities at both onsite and offsite events

2017

ACCOMPLISHMENTS

- ◆ Expanded funding for specialty surgeries and medical procedures, e.g. orthopedic surgeries, dentals
- ◆ Secured new grants (ASPCA)

2018 GOALS

Goal #1

- Pursue grant-based support for microchipping, vaccines and spay/neuter support for low-income pet owners

Goal #2

- Increase revenue through kennel sponsorships, grants, direct mail and online donations

Goal #3

- Develop specific volunteer groups specializing in events, public awareness and fund raising

FUTURE TRENDS

- Continued community expectation of increasing live animal release rates to 90% or better
- Public spay/neuter grants and other partnership opportunities for low-income pet owners

BUDGETED EXPENDITURES

	2016	2017	2017	2017	2018
	Actual	Adopted	As Amended	Estimate	Proposed
Fund 151: Fund for Animals		Budget	9/20/2017		Budget
Revenue					
Beginning Balance	416,023	400,723	400,723	407,329	383,779
Charges for Services/Merchandise	7,538	6,000	6,000	7,000	7,000
Interest Earnings	6,488	6,450	6,450	6,450	6,500
Private Contributions	68,758	62,000	66,400	70,400	60,000
Total Available	498,807	475,173	479,573	491,179	457,279
Expenditures					
M & O	91,478	90,000	94,400	107,400	100,800
Total Expenditures	91,478	90,000	94,400	107,400	100,800
Ending Balance	407,329	385,173	385,173	383,779	356,479
2018 Budget Appropriation					457,279

CUMULATIVE RESERVE FOR LIBRARY FUND 152

MISSION STATEMENT

To provide funding for specific library projects and supplement various library programs.

SUMMARY

Expenditure Budget	\$	141,000	FTE's	0.0
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REVENUE DESCRIPTION

The major resources for this reserve fund are the cash carried forward from bequests and contributions from prior years. Current year revenues include interest on bequests, private contributions, and book sale proceeds.

INVENTORY OF SERVICES

DEPARTMENT 152/Library ACTIVITY 1 – Cumulative Reserve

M&O	\$91,000
CAPITAL OUTLAY	50,000
Revenue Offset	(85,241)
Net Revenue	\$55,759
Total FTE's	0

DESCRIPTION ■ Provides a repository for money from used book and library merchandise sales, and contributions to the Library to support specific projects and collections, such as local history, award-winning children's books, and memorial books. The fund also supports coffee shop maintenance, and programs and projects selected by the Library Board of Trustees in accordance with the strategic plan

EXPECTED RESULTS ■ Funds are used to improve our buildings and programs

■ Purchase materials, equipment, or undertake small projects not provided for by the Library operating Fund 110

■ Spend revenue in accordance with Library Board direction, library needs, and City mission

■ Spend revenue from donations in accordance with donor wishes and library needs

2017
ACCOMPLISHMENTS ◆ Provided staff training to help staff deal with a variety of challenging behaviors, including mental illness, drug and alcohol abuse, and homelessness

◆ Purchased memorial books and additional award-winning children's books, and brought nationally known author David Sheff to speak in partnership with the Department of Public Health and Safety

BUDGETED EXPENDITURES

		2017	2017		2018
	2016	Adopted	As Amended	2017	Proposed
Fund 152: Cumulative Rsv/Library	Actual	Budget	9/20/2017	Estimate	Budget
Revenue					
Beginning Balance	199,410	222,145	222,145	288,005	317,165
Charges for Services	4,857	3,500	3,500	3,422	3,500
Interest Earnings	3,434	3,943	3,943	3,724	5,391
Private Contributions	115,584	60,350	60,350	64,177	62,350
Book Sale Proceeds	14,092	13,000	13,000	14,960	14,000
Total Available	337,377	302,938	302,938	374,288	402,406
Expenditures					
M & O	36,706	51,375	51,375	46,775	121,000
Books/Other Materials	12,666	56,970	56,970	10,348	20,000
Total Expenditures	49,372	108,345	108,345	57,123	141,000
Ending Balance	288,005	194,593	194,593	317,165	261,406
2018 Budget Appropriation					402,406

EMERGENCY MEDICAL SERVICES FUND FUND 153

MISSION STATEMENT

The Everett Fire Department is a community-based emergency service provider dedicated to public safety and quality of life.

SUMMARY


Expenditure Budget	\$	8,933,944	FTE's	43.0
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REVENUE DESCRIPTION

The primary revenue sources for Fund 153 Emergency Medical Services (EMS) include a property tax levy of up to \$.50 cents per thousand dollars of assessed valuation and a patient transport fee program.

INVENTORY OF SERVICES**DEPARTMENT 153/Emergency Medical Services****ACTIVITY 1 – Medic One Program ALS/
BLS Response and Support**


LABOR	\$7,117,109
M&O	1,595,210
CAPITAL OUTLAY	221,625
Revenue Offset	(8,202,145)
NET COST	\$731,799
TOTAL FTEs	43


DESCRIPTION  Provides pre-hospital emergency medical care to patients with life-threatening or serious emergency medical needs


 Provides fire, rescue and hazmat support


EXPECTED RESULTS  Decrease the number of deaths and disabilities due to illness or injuries


2017

ACCOMPLISHMENTS  Provided the highest level of emergency medical care possible to the Everett community


 Implemented a comprehensive Advanced Life Support (ALS) Quality Assurance and Quality Improvement program


 Implemented a county-wide medical purchasing plan


 Provided Infection Control services For Everett Police Department


 Actively participated in the Chronic Utilizer Alternative Response Team (CHART) in an effort to reduce over use of services by chronic utilizers


2018 GOALS

Goal #1  Improve the ability to use statistical analysis to drive strategic planning for the department



Goal #2  Continue to upgrade aging equipment and vehicles with delivery of an additional new medic unit in 2018

Goal #3  Establish a community paramedic program using Affordable Communities of care pathway model

Goal #4  Approach voters to re-establish .50/1000 EMS levy










FUTURE TRENDS  Continuing to provide high quality emergency care while addressing social issues including chemical dependency and mental health factors impacting the community

PERFORMANCE
MEASURES



	2016	2017 Est.	2018 Est.
 EMS alarms	17,535	18,300	18,400
 Fire/Haz Mat/Rescue/Other	5,536	5,000	5,000

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Firefighter Paramedic	30	Medical Service Officer	2
Firefighter EMT	9	Office Specialist	1
Division Chief	1		

INVENTORY OF SERVICES (Continued)**DEPARTMENT** 153/Emergency Medical Services**ACTIVITY** 2 – Medic One Program Training & Education


DESCRIPTION		Provides EMS training, education and quality improvement programs, including research and development activities, to all fire department personnel, paramedics, and EMTs
EXPECTED RESULTS		Maintain a highly trained and capable workforce and continuously improve service to reflect advances in emergency medicine delivery
2017 ACCOMPLISHMENTS	 	Established a data exchange program with the local hospital to receive real-time patient outcome reports Implemented a program to perform CPR operations in a moving vehicle safely
2018 GOALS		
Goal #1		Obtain CPR rate and depth feedback equipment to improve quality of care
Goal #2		Establish an in house EMT program using EVCC curriculum and testing
Goal #3		Partner with EVCC, Providence and Snohomish County EMS to begin Snohomish County Paramedic training program
Goal #4		Continue to improve BLS and ALS Quality Assurance and Quality Improvement programs
FUTURE TRENDS		Optimizing training for the fire department and community that reflects evolving trends in medical care delivery

PERFORMANCE MEASURES



	2016	2017 Est.	2018 Est.
 Fire dept. personnel trained/educated	175	175	175
 City of Everett personnel trained/educated	250	350	400
Snohomish County personnel trained/educated	125	200	200

INVENTORY OF SERVICES (Continued)


DEPARTMENT 153/Emergency Medical Services **ACTIVITY** 3 – Medic One Program Infection Control


DESCRIPTION  Provides bloodborne and airborne pathogen infection control services to all Fire Department and Police Department personnel, meeting Center for Disease Control (CDC) regulations

EXPECTED RESULTS  Prevent deaths and disabilities due to illness or injuries

2017
ACCOMPLISHMENTS  Minimal time loss incidents due to exposure
 Updated county infection control program to provide a coordinated infection control service to all fire departments in county and the Everett Police Department



2018 GOALS

Goal #1  Minimize exposures to bloodborne and airborne pathogens through continued emphasis and improvement of the infection control program

Goal #2  Continue to protect employee health and safety through effective exposure protection practices

FUTURE TRENDS  Continuing to increase efficiency while coping with declining resources and increased demand

PERFORMANCE MEASURES

	2016	2017 Est.	2018 Est.
 FTE lost time due to exposures	0.0	0.0	0.0
 Everett Fire Department personnel trained	175	175	175
Police Department personnel trained	0	125	170

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2016	2017	2018
2230	Firefighter Paramedic	30.0	30.0	30.0
2250	Medical Services Officer	2.0	2.0	2.0
2200	Firefighter EMT	9.0	9.0	9.0
2400	Office Specialist	2.0	1.0	1.0
2251	Division Chief	0.0	0.0	1.0
2310	Accounting Technician	0.0	1.0	0.0
TOTAL FTE		43.0	43.0	43.0

BUDGET CHANGES

This schedule includes only staffing and new program changes from the 2017 Adopted Budget to the 2018 Proposed Budget. It excludes labor cost changes related to the cost of living, step increases, or employee benefits changes.

FTE	Item	Labor Amount	M & O Amount	Total
	Increase Uniform budget	1,700		1,700
	Increase Other Pay (deferred comp)	9,754		9,754
	Increase LEOFF II special funding (to recognize amount the State pays on our behalf)	191,644		191,644
	Total	203,098	-	203,098

BUDGETED EXPENDITURES

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 153 Emergency Medical Svcs					
Revenue					
Beginning Balance	1,654,149	727,578	742,898	993,532	540,155
Property Tax	6,465,076	6,623,226	6,623,226	6,623,226	6,744,600
Grants/State Shared Revenue	140,818	1,200	1,200	1,270	192,844
Service Charges - ALS/BLS	1,031,341	1,000,000	1,000,000	1,225,000	1,228,000
Service Charges - Other	108,483	188,162	188,162	188,162	211,725
Interest Earnings	11,084	6,490	6,490	6,490	6,000
Miscellaneous Revenue	3,380	-	-	14,000	10,620
Total Available	9,414,331	8,546,656	8,561,976	9,051,680	8,933,944
Expenditures					
Salaries & Benefits	6,163,223	6,746,267	6,746,267	6,746,267	7,117,109
M & O	870,682	641,662	656,982	656,982	580,064
Capital Outlays	477,844	259,312	259,312	259,312	221,625
Debt Service - Interest	1,771	7,335	7,335	7,335	1,948
Interfund Services & Charges	455,735	387,289	387,289	387,289	416,238
Intergovernmental Charges	451,544	454,340	454,340	454,340	596,960
Total Expenditures	8,420,799	8,496,205	8,511,525	8,511,525	8,933,944
Ending Balance	993,532	50,451	50,451	540,155	0

2018 Budget Appropriation	8,933,944
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REAL ESTATE EXCISE TAX FUND 154

MISSION STATEMENT

To serve the cultural, civic and recreational needs of the residents of Everett by providing funding for recreational and transportation improvement projects.

SUMMARY

Expenditure Budget	\$	524,339	FTE's	0.0
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REVENUE DESCRIPTION

The Washington State Growth Management Act of 1990 authorizes the imposition of an additional one-quarter of one percent tax on the value of all real estate transactions occurring within a city's municipal boundaries. The City of Everett began imposing this tax in 1992.

Per RCW 82.46.035, this second quarter percent Real Estate Excise Tax (REET) revenue is restricted to the "planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks."

INVENTORY OF SERVICES

DEPARTMENT 154/Real Estate Excise Tax Fund **ACTIVITY** 1 - CIP 3

DEBT SERVICE	\$224,339
TRANSFERS OUT	300,000
TOTAL COST	\$524,339
TOTAL FTEs	0

DESCRIPTION

- Provides a mechanism to track the collection and use of the second quarter of one percent real estate excise tax
- Ensures the restricted funds are used only for projects designated in the Capital Facilities Plan Element of the City's Comprehensive Plan and in accordance with state laws
- Maintains a cash flow model to estimate the timing and amount of funds needed for allowed capital projects

EXPECTED RESULTS

- Timely and reliable information regarding the collection and use of the second quarter of one percent real estate excise tax
- Funding for several recreational and transportation improvement projects as directed by Administration and Council

BUDGETED EXPENDITURES

	2016	2017	2017	2017	2018
	Actual	Adopted	As Amended	Estimate	Proposed
Fund 154: Real Estate Excise Tax		Budget	9/20/2017		Budget
Revenue					
Beginning Balance	3,572,810	1,393,660	1,918,529	2,627,350	3,249,324
Real Estate Excise Tax	3,155,926	2,250,000	2,250,000	2,750,000	2,500,000
Interest Earnings	50,395	40,937	40,937	42,000	58,756
Miscellaneous	168	-	-	-	-
Total Available	6,779,299	3,684,597	4,209,466	5,419,350	5,808,080
Expenditures					
Transfers Out - Parks Projects	3,427,672	-	810,000	810,000	-
Transfers Out - Streets Projects	440,000	300,000	1,134,869	1,134,869	300,000
Debt Service (PWTF Loan - 75th St)	58,303	-	-	-	-
Debt Service (PWTF Loan - Riverfront)	55,805	55,263	55,263	55,263	54,721
Debt Service (PWTF Fund Loan - 112th St.)	57,027	56,752	56,752	56,752	56,476
Debt Service (Installment Loan-LED Street Light)	113,142	113,142	113,142	113,142	113,142
Total Expenditures	4,151,949	525,157	2,170,026	2,170,026	524,339
Ending Balance	2,627,350	3,159,440	2,039,440	3,249,324	5,283,741
2018 Budget Appropriation	5,808,080				

CRIMINAL JUSTICE FUND 156

MISSION STATEMENT

To provide a means by which Administration can track the collection and allocation of restricted criminal justice funds.

SUMMARY

Expenditure Budget	\$ 6,137,378	FTE's	0.0
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REVENUE DESCRIPTION

This fund was created in 1990 to identify separately the additional monies provided by the Criminal Justice legislation passed in 1990. Funds, with Council approval, can be used for any purpose related to the Criminal Justice System as described in the legislation.



The Criminal Justice revenue distribution is based on three different criteria. The major portion comes from the voter-approved one tenth of one-percent sales tax. The other two sources of revenue come from the state and are based on the City's population or crime rate.


This fund is also used for collecting and allocating other restricted funds such as probation fees, boating registration fees, narcotic seizure funds and grants.


INVENTORY OF SERVICES

DEPARTMENT 156/Criminal Justice Fund **ACTIVITY** 1 - Criminal Justice / Patrol Division Enhancement

INTERFUND TRANSFER	\$451,086
Revenue Offset	0
NET COST	\$451,086
TOTAL FTEs	0*

DESCRIPTION  Provides initial response to 911 calls for service and emergency police response within the City
 Provides protection of life, personal safety and property and safeguards personal rights


EXPECTED RESULTS  Respond to calls for service, enforce traffic laws and work with the community to solve crime-related problems


PERFORMANCE MEASURES  See General Government Fund 031- Police, Activity 2

*This activity funds three FTEs included in Fund 031 – Police (funds are transferred to the General Fund from Fund 156 to cover direct payroll expenses)

DEPARTMENT 156/Criminal Justice Fund **ACTIVITY** 2 - Criminal Justice /Community-Oriented Policing

M&O	\$11,965
INTERFUND TRANSFER	\$319,166
Revenue Offset	0
NET COST	\$331,131
TOTAL FTEs	0*

DESCRIPTION  Links the Police Department to the community to achieve greater public safety through regular contact between beat officers and neighborhood groups, business organizations and the Apartment Manager's Association


EXPECTED RESULTS  Use crime prevention efforts to reduce criminal activity with proactive and preventive strategies



PERFORMANCE MEASURES  See General Government Fund 031 – Police, Activity 9

*This activity funds two FTEs included in Fund 031 - Police

INVENTORY OF SERVICES (Continued)**DEPARTMENT** 156/Criminal Justice Fund **ACTIVITY** 3 – Criminal Justice / Police Records Unit

INTERFUND TRANSFER	\$191,755
Revenue Offset	0
NET COST	\$191,755
TOTAL FTEs	0*

DESCRIPTION  Processes all incoming police reports and arrest citations; coordinates transfer of records to the jail and courts; performs "record checks" for officers, disseminates information to the public; assists the public with obtaining concealed weapons permits, fingerprinting for applications, and accessing police services

EXPECTED RESULTS  Maintain up-to-date data entry
 Maintain record processing systems to stay current and comply with state and federal data reporting requirements


PERFORMANCE MEASURES  See General Government Fund 031-Police, Activity 11

*This activity funds two FTEs included in Fund 031-Police

DEPARTMENT 156/Criminal Justice Fund **ACTIVITY** 4 - Criminal Justice / City Prosecutor's Office

M&O	\$23,500
INTERFUND TRANSFER	354,575
Revenue Offset	0
NET COST	\$378,075
TOTAL FTEs	0*



DESCRIPTION  Coordinates the prosecution of all criminal violations of the Everett Municipal Code


EXPECTED RESULTS  Efficiently and effectively handle criminal prosecutions in a manner that best serves the interests of justice

*This activity funds four FTEs included in Fund 003-Legal, Activity 3

DEPARTMENT 156/Criminal Justice Fund **ACTIVITY** 5 - Criminal Justice / School Resource Officers

M&O	\$8,323
INTERFUND TRANSFER	285,802
Revenue Offset	0
NET COST	\$294,125
TOTAL FTEs	0*


DESCRIPTION  Provides youth with the educational life skills necessary to resist peer pressure and make responsible decisions
 Establishes and maintains a strong relationship among the Police Department, schools and students



EXPECTED RESULTS  Provide consistent interaction between the middle and high schools and the Police Department School Resource Officer Program


*This activity funds two FTEs included in Fund 031-Police

INVENTORY OF SERVICES (Continued)**DEPARTMENT** 156/Criminal Justice Fund**ACTIVITY** 6 - Criminal Justice / Special Assault Unit

INTERFUND TRANSFER	\$429,891
Revenue Offset	0
NET COST	\$429,891
TOTAL FTEs	0*

DESCRIPTION  Conducts investigations of child abuse complaints, sexual assaults and monitors registered sexual offenders





EXPECTED RESULTS  Conduct investigations that are timely and complete, targeting sexual offenders
 Continue community notification meetings, informing citizens of Registered Sex Offender releases


PERFORMANCE MEASURES  See General Government Fund 031-Police, Activity 6

*This activity funds three FTEs included in Fund 031-Police

DEPARTMENT 156/Criminal Justice Fund**ACTIVITY** 7 - Municipal Court Probation/Other Court Programs

M&O	\$112,847
INTERFUND TRANSFER	236,750
Revenue Offset	(245,777)
NET COST	\$103,820
TOTAL FTEs	0*

DESCRIPTION  Provides a mechanism to collect and allocate probation fees in accordance with state regulations
 Monitors sentence conditions, which can include alcohol information school, alcohol evaluation, restitution, Driving Under the Influence (DUI), victims panel, anger management, theft awareness, and batterer's treatment, as well as sets court dates for non-compliance
 Assists the Electronic Home Detention (EHD) assistant in screening, hooking up and monitoring defendants directed by the Judge to be placed in the EHD alternative jail program
 Provides a mechanism to collect and allocate DV assessments and Trial Court Improvement funds

EXPECTED RESULTS  Provide monitoring services to defendants who have been sentenced by the Municipal Court Judge and set court dates for non-compliance as needed

PERFORMANCE MEASURES  See General Government Fund 005-Municipal Court, Activity 3

*This activity funds 1.45 FTEs included in Fund 005-Municipal Court

INVENTORY OF SERVICES (Continued)**DEPARTMENT** 156/Criminal Justice Fund**ACTIVITY** 8 - Police Special Projects

M&O	\$3,711,718
Revenue Offset	(232,520)
NET COST	\$3,479,198
TOTAL FTEs	0

DESCRIPTION

- Accounts for police special projects that require the segregation of cash but do not warrant the establishment of individual funds (programs are listed below)
- Provides funding for Mobile Data Computer replacements, Radio System replacements, and special projects
- The Citizen Volunteers Against Crimes Program provides operating supplies for citizens who volunteer their time to the Everett Police Department; funding is from private donations
- The Police Training Interlocal Program provides for the collection of tuition fees and payment of costs associated with the Everett Police Department coordinating training courses for other local law enforcement agencies
- The Police Miscellaneous Special Projects Program provides a mechanism to account for one-time only revenue and expenditure transactions
- The Boating Safety Program collects and distributes Everett's allocation of the state boat and personal watercraft excise taxes, which are restricted for boating/safety education and law enforcement
- The Byrne Grant Programs provide a mechanism to account for the annual application and award of Justice Assistance grants which are used to procure specialized equipment
- The Narcotics Program collects and distributes seizure money the court orders to be retained by the Narcotics unit, funds are restricted by the Revised Code of Washington (RCW) for narcotics enforcement only
- The Narcotics/Law Enforcement Program collects and distributes federal case seizure money, which is restricted by the federal government for narcotics enforcement only
- The Registered Sex Offender grant program accounts for the Snohomish County Sheriff's Office grant, which is used to verify address and residing information

EXPECTED RESULTS

- Efficiently and accurately account for police special project funds

BUDGETED EXPENDITURES

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 156 Criminal Justice					
Program 470: Criminal Justice					
Revenue					
Beginning Balance	8,414,159	7,877,938	8,306,327	8,543,131	7,955,899
1/10th Percent Sales Tax	1,774,588	1,670,625	1,670,625	1,800,000	1,875,000
State Shared Revenue - Special Programs	106,248	112,630	112,630	112,630	116,400
State Shared Revenue - High/Violent Crime	173,679	219,100	219,100	288,600	348,200
DUI/Other Criminal Justice Assistance	16,496	17,300	17,300	16,400	15,600
Interest Earnings	132,784	89,000	89,000	110,000	98,100
Miscellaneous Revenue	1,627	-	-	-	-
Total Available	10,619,581	9,986,593	10,414,982	10,870,761	10,409,199
Expenditures					
Patrol Enforcement	425,750	451,115	451,115	451,115	451,086
Community Oriented Policing	303,466	331,748	331,748	331,748	331,131
Police Records Specialists	184,314	192,808	192,808	192,808	191,755
Prosecutor's Office	303,686	368,939	368,939	350,000	378,075
School Resource Officer (SRO)	277,369	294,166	294,166	294,166	294,125
Special Assault Unit	399,456	428,466	428,466	428,466	429,891
Mobile Data Computers	-	741,913	741,913	245,000	625,531
Police Impound Vehicle Storage	-	11,580	11,580	11,580	-
Radio System Replacements	21,700	2,095,319	2,103,619	115,000	2,315,807
New World Equipment	6,637	-	420,089	420,089	-
Aircard Service	54,654	64,890	64,890	64,890	66,837
Police Firing Range Project	-	140,400	140,400	-	187,200
Police Property Room Storage Project	99,418	-	-	-	-
Municipal Court Bldg/Equipment	-	10,000	10,000	10,000	10,000
Total Expenditures	2,076,450	5,131,344	5,559,733	2,914,862	5,281,438
Ending Balance	8,543,131	4,855,249	4,855,249	7,955,899	5,127,761
2018 Budget Appropriation - Criminal Justice Program					10,409,199

Fund 156 Police Special Projects					
Program 025: Streets Initiative Flex Fund					
Revenue					
Beginning Balance	-	44	44	13,394	-
Interest Earnings	113	50	50	70	50
Donations	17,567	12,000	12,000	12,000	12,000
Total Available	17,680	12,094	12,094	25,464	12,050
Expenditures					
M & O	4,286	12,094	12,094	25,464	12,050
Total Expenditures	4,286	12,094	12,094	25,464	12,050
Ending Balance	13,394	0	0	0	0
Program 030: Seniors Against Crime					
Revenue					
Beginning Balance	8,167	9,317	9,317	9,276	9,206
Interest Earnings	137	150	150	130	150
Private Contributions	2,320	2,000	2,000	2,000	2,000
Total Available	10,624	11,467	11,467	11,406	11,356
Expenditures					
M & O	1,348	11,467	11,467	2,200	11,356
Total Expenditures	1,348	11,467	11,467	2,200	11,356
Ending Balance	9,276	0	0	9,206	0
Program 033: Crime Prevention					
Revenue					
Beginning Balance	10,293	10,443	10,443	10,454	10,594
Interest Earnings	161	150	150	140	150
Total Available	10,454	10,593	10,593	10,594	10,744
Expenditures					
M & O	-	10,593	10,593	-	10,744
Total Expenditures	-	10,593	10,593	-	10,744
Ending Balance	10,454	0	0	10,594	0

BUDGETED EXPENDITURES (continued)

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 156 Police Special Projects (Cont)					
Program 041: Police Training-Interlocal Revenue					
Beginning Balance	24,194	29,194	29,194	29,625	21,875
Tuition Charges	11,600	11,600	11,600	11,800	12,400
Interest Earnings	441	400	400	450	450
Total Available	36,235	41,194	41,194	41,875	34,725
Expenditures					
M & O	6,610	41,194	41,194	20,000	34,725
Total Expenditures	6,610	41,194	41,194	20,000	34,725
Ending Balance	29,625	0	0	21,875	0
Program 042: Police Misc Special Proj Revenue					
Beginning Balance	1,169	-	-	1,085	848
Miscellaneous Revenue	3,160	5,000	5,000	5,000	5,000
Interest Earnings	14	20	20	20	20
Total Available	4,343	5,020	5,020	6,105	5,868
Expenditures					
M & O	3,258	5,020	5,020	5,257	5,868
Total Expenditures	3,258	5,020	5,020	5,257	5,868
Ending Balance	1,085	0	0	848	0
Program 046: Boating Safety Revenue					
Beginning Balance	95,580	65,473	65,473	91,120	64,479
Vessel Registration Fees	73,593	65,000	65,000	66,959	65,000
Interest Earnings	1,815	1,700	1,700	1,400	1,700
Total Available	170,988	132,173	132,173	159,479	131,179
Expenditures					
M & O	60,384	100,000	100,000	70,000	100,000
Transfer Out to Fund 002	19,484	30,500	30,500	25,000	30,500
Total Expenditures	79,868	130,500	130,500	95,000	130,500
Ending Balance	91,120	1,673	1,673	64,479	679
Prog 063: 2013 Justice Assistance Grant Revenue					
Beginning Balance	-	-	-	11	-
FY2013 Justice Asst Grant	5,619	-	-	-	-
Interest Earnings	63	-	-	-	-
Total Available	5,682	-	-	11	-
Expenditures					
M & O	5,671	-	-	11	-
Total Expenditures	5,671	-	-	11	-
Ending Balance	11	0	0	0	0
Prog 064: 2014 Justice Assistance Grant Revenue					
Beginning Balance	-	-	-	-	-
FY2014 Justice Asst Grant	4,724	-	10,424	10,424	-
Interest Earnings	226	-	-	75	-
Total Available	4,950	-	10,424	10,499	-
Expenditures					
M & O	4,950	-	10,424	10,499	-
Total Expenditures	4,950	-	10,424	10,499	-
Ending Balance	0	0	0	0	0

BUDGETED EXPENDITURES (continued)

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 156 Police Special Projects (Cont)					
Prog 065: 2015 Justice Assistance Grant					
Revenue					
Beginning Balance	170	-	-	170	-
FY2015 Justice Asst Grant	65,038	-	4,966	4,796	-
Interest Earnings	500	-	-	6	-
Total Available	65,708	-	4,966	4,972	-
Expenditures					
M & O	65,538	-	4,966	4,972	-
Total Expenditures	65,538	-	4,966	4,972	-
Ending Balance	170	0	0	0	0
Prog 066: 2016 Justice Assistance Grant					
Revenue					
Beginning Balance	-	-	-	858	-
FY2016 Justice Asst Grant	27,130	-	-	18,463	-
Interest Earnings	858	-	-	25	-
Total Available	27,988	-	-	19,346	-
Expenditures					
M & O	27,130	-	-	19,346	-
Total Expenditures	27,130	-	-	19,346	-
Ending Balance	858	0	0	0	0
Program 240: Narcotics					
Revenue					
Beginning Balance	372,801	374,904	374,904	382,160	392,160
Confiscated Property	73,103	25,000	25,000	25,000	25,000
Interest Earnings	5,512	4,000	4,000	5,000	5,000
Total Available	451,416	403,904	403,904	412,160	422,160
Expenditures					
M & O	58,419	150,000	150,000	20,000	150,000
Capital Outlay	10,837	-	-	-	-
Total Expenditures	69,256	150,000	150,000	20,000	150,000
Ending Balance	382,160	253,904	253,904	392,160	272,160
Program 241: Narcotics/Law Enforcement					
Revenue					
Beginning Balance	4,418	4,678	4,678	189,200	191,700
Federal Seizures	183,697	-	-	-	-
Interest Earnings	1,085	200	200	2,500	2,500
Total Available	189,200	4,878	4,878	191,700	194,200
Expenditures					
M & O	-	4,878	4,878	-	50,000
Total Expenditures	-	4,878	4,878	-	50,000
Ending Balance	189,200	0	0	191,700	144,200
Program 701: Registered Sex Offender Grant					
Revenue					
Beginning Balance	14,429	14,629	14,629	1,452	-
Grant Revenue	72,065	101,000	101,000	101,000	101,000
Interest Earnings	-	200	200	20	100
Total Available	86,494	115,829	115,829	102,472	101,100
Expenditures					
M & O	85,042	115,829	115,829	102,472	101,100
Total Expenditures	85,042	115,829	115,829	102,472	101,100
Ending Balance	1,452	0	0	(0)	0
2018 Budget Appropriation - Police Special Projects					923,382

BUDGETED EXPENDITURES (continued)

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 156 Criminal Justice/Courts					
Program 500: Probation					
Revenue					
Beginning Balance	5,019	1,734	1,734	17,440	10,260
Probation/EHD Fees	180,292	233,000	233,000	180,000	190,000
Interest Earnings	73	50	50	5	5
Transfers In	47,242	42,315	42,315	42,315	43,250
Total Available	232,626	277,099	277,099	239,760	243,515
Expenditures					
M & O	32,513	49,500	49,500	40,000	42,000
Transfer Out to Fund 002	182,673	215,412	215,412	189,500	193,500
Total Expenditures	215,186	264,912	264,912	229,500	235,500
Ending Balance	17,440	12,187	12,187	10,260	8,015
Program 510: DV Penalty Assessments					
Revenue					
Beginning Balance	35,803	31,303	31,303	32,347	35,347
DV Assessments	5,070	5,000	5,000	5,000	5,000
Interest Earnings	700	500	500	500	500
Total Available	41,573	36,803	36,803	37,847	40,847
Expenditures					
M & O	9,226	36,803	36,803	2,500	40,847
Total Expenditures	9,226	36,803	36,803	2,500	40,847
Ending Balance	32,347	0	0	35,347	0
Program 520: Trial Court Improvements					
Revenue					
Beginning Balance	128,215	129,425	129,425	135,439	132,917
Trial Court Improvements	52,987	47,908	47,908	47,908	48,387
Interest Earnings	2,134	1,885	1,885	1,885	1,885
Total Available	183,336	179,218	179,218	185,232	183,189
Expenditures					
M & O	655	30,000	30,000	10,000	30,000
Transfer Out	47,242	42,315	42,315	42,315	43,250
Total Expenditures	47,897	72,315	72,315	52,315	73,250
Ending Balance	135,439	106,903	106,903	132,917	109,939
2018 Budget Appropriation - Court Programs					467,551
2018 Budget Appropriation - Fund 156 Total					11,800,132

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TRAFFIC MITIGATION FUND 157

MISSION STATEMENT

The primary purpose of traffic mitigation payments is to provide mitigation of transportation system impacts resulting from development in accordance with the City's adopted transportation policy.

SUMMARY

Expenditure Budget	\$ 4,658,025	FTE's	0.0
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REVENUE DESCRIPTION

This fund receives payments to mitigate cumulative transportation system impacts resulting from development in the City and surrounding areas.


INVENTORY OF SERVICES

DEPARTMENT 157/Traffic Mitigation



ACTIVITY 1 - Traffic Mitigation

CAPITAL OUTLAY	\$ 908,025
TRANSFERS OUT	3,750,000
Revenue Offset	(908,765)
NET COST	<u>\$ 3,749,260</u>
TOTAL FTEs	0



DESCRIPTION

-  Receives and uses payments to mitigate cumulative transportation system impacts resulting from development in the City and surrounding areas


EXPECTED RESULTS

-  Provide funding for preliminary engineering, right-of-way, construction, improvement, and repair of City streets and pedestrian facilities
-  Provide matching funds for arterial street and transportation capital improvement grants

FUTURE TRENDS

-  Increased traffic and development will require increased transportation improvements
-  Reduced outside grant funding will increase demand for mitigation funds

PERFORMANCE MEASURES

	2016	2017 Est.	2018 Est.
 Capital projects supported	0	1	2

BUDGETED EXPENDITURES

		2017	2017		2018
	2016	Adopted	As Amended	2017	Proposed
Fund 157 Traffic Mitigation Fund	Actual	Budget	9/20/2017	Estimate	Budget
Revenue					
Beginning Balance	3,752,199	3,267,537	3,267,537	4,496,749	3,749,260
Charges For Services	635,808	573,000	573,000	1,159,000	857,000
Interfund Interest	1,835	-	-	357	-
Interest Income	61,533	43,715	43,715	63,154	51,765
Transfer In	74,029	-	-		
Total Available	4,525,404	3,884,252	3,884,252	5,719,260	4,658,025
Expenditures					
Transfers Out	28,655	3,000,000	3,000,000	1,970,000	3,750,000
Capital Outlay	-	884,252	884,252	-	908,025
Total Expenditures	28,655	3,884,252	3,884,252	1,970,000	4,658,025
Ending Balance	4,496,749	0	0	3,749,260	0

2018 Budget Appropriation	4,658,025
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TRANSPORTATION BENEFIT DISTRICT FUND 159

MISSION STATEMENT

To provide funding for the preservation, maintenance, and construction of local transportation infrastructure.

SUMMARY

Expenditure Budget	\$ 2,000,000	FTE's	0.0
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REVENUE DESCRIPTION

The source of funding for this program is a \$20.00 Vehicle License Fee and interest income.

INVENTORY OF SERVICES

DEPARTMENT 159/Transportation Benefit District (TBD) ACTIVITY 1 - TBD

TRANSFERS OUT	\$2,000,000
Revenue Offset	(1,460,000)
NET COST	\$540,000
TOTAL FTEs	0

DESCRIPTION ■ Accounts for the financial transactions of the TBD

EXPECTED RESULTS ■ Provide funding for the preservation, maintenance, and construction of local transportation infrastructure, specifically the City's overlay program

BUDGETED EXPENDITURES

	2016	2017	2017	2017	2018
	Actual	Adopted Budget	As Amended 9/20/2017	Estimate	Proposed Budget
Fund 159: Transportation Benefit District					
Revenue					
Beginning Balance	450,748	507,248	507,248	801,556	962,856
TBD Vehicle Registration Fees	1,540,826	1,250,000	1,250,000	1,450,000	1,450,000
Interest Earnings	9,982	6,500	6,500	11,300	10,000
Total Available	2,001,556	1,763,748	1,763,748	2,262,856	2,422,856
Expenditures					
Transfers Out (for overlay)	1,200,000	1,300,000	1,300,000	1,300,000	2,000,000
Total Expenditures	1,200,000	1,300,000	1,300,000	1,300,000	2,000,000
Ending Balance	801,556	463,748	463,748	962,856	422,856

2018 Budget Appropriation	2,422,856
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CONTINGENCY RESERVE

Rainy Day Fund

FUND 160

MISSION STATEMENT

To provide a reserve for extraordinary unforeseen events and unbudgeted expenses.

SUMMARY

Expenditure Budget	\$	-	FTE's	0.0
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REVENUE DESCRIPTION

The source of funding for this program is contributions from the General Fund.

INVENTORY OF SERVICES

DEPARTMENT 160/Rainy Day Fund

ACTIVITY 1 - Rainy Day Fund

LABOR	\$0
M&O	0
Revenue Offset	0
NET COST	\$0
TOTAL FTEs	0


DESCRIPTION

- Maintains reserve for emergencies and contingent liabilities
- Fund balance is limited to 37.5 cents per \$1,000 of assessed property value per RCW 35.33.145
- Requires Administration recommendation and Council supermajority approval to appropriate funds for expenditure

EXPECTED RESULTS

- Maintain adequate Rainy Day fund balance to support General Fund balance in the event of an emergency

PERFORMANCE MEASURES

	2016	2017 Est.	2018 Est.
 Fund Balance as a % of maximum	82%	78%	77%

BUDGETED EXPENDITURES

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 160: Rainy Day Fund					
Revenue					
Beginning Balance	4,118,945	4,243,945	4,243,945	4,243,945	4,373,945
General Government Contribution	125,000	130,000	130,000	130,000	135,000
Total Available	4,243,945	4,373,945	4,373,945	4,373,945	4,508,945
Expenditures					
Total Expenditures	-	-	-	-	-
Ending Balance	4,243,945	4,373,945	4,373,945	4,373,945	4,508,945
2018 Budget Appropriation					4,508,945

CAPITAL IMPROVEMENT RESERVE FUND 162

MISSION STATEMENT

To serve the cultural, civic, health, and safety needs of the residents of Everett by providing funding for community, recreational, and public safety improvements.

SUMMARY

Expenditure Budget	\$	3,580,026	FTE's	0.0
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REVENUE DESCRIPTION

CIP 1

Sources of funding for this program include general fund contributions and interest earnings.

CIP 2

Sources of funding for this program include the first quarter of one percent Real Estate Excise Tax, general fund contributions, rental income and interest earnings.

CIP 4


Sources of funding may include but are not limited to rental income, general fund contributions, and interest earnings.

INVENTORY OF SERVICES


DEPARTMENT 162/Capital Improvement Reserve **ACTIVITY** 1 - CIP 1

CAPITAL OUTLAY	\$0
TOTAL COST	\$0
TOTAL FTEs	0

DESCRIPTION

 Provides a funding source for major repairs, renovations, and replacements of existing general government structures

EXPECTED RESULTS

 Major repairs, renovations, and replacements of existing general government structures are adequately funded with cash on hand to the extent practical.

INVENTORY OF SERVICES (Continued)**DEPARTMENT 162/Capital Improvement Reserve ACTIVITY 2 - CIP 2**

DEBT SERVICE	\$3,080,026
INTERGOVERNMENTAL	500,000
Revenue Offset	0
TOTAL COST	\$3,580,026
TOTAL FTEs	0

DESCRIPTION	<ul style="list-style-type: none"> ■ Tracks the collection and use of the first quarter of one percent real estate excise tax as well as other funding sources ■ Provides a reserve for future debt service requirements of capital projects completed through this program, details of which can be found in the Capital Improvement Program section of this budget
EXPECTED RESULTS	<ul style="list-style-type: none"> ■ Provide funding for the 2018 debt service requirements of this program which include; the 2014 Floating Rate LTGO Bonds for the arena land and events center; a portion of the 2012 LTGO bonds for the Conference Center; and \$500,000 to the Public Facilities District for debt support

DEPARTMENT 162/Capital Improvement Reserve ACTIVITY 3 - CIP 4

CAPITAL OUTLAY	\$0
TOTAL COST	\$0
TOTAL FTEs	0

DESCRIPTION	<ul style="list-style-type: none"> ■ Builds a reserve for future cultural and recreational improvements, transportation improvements, and other general government capital projects ■ Provides long-term general government capital project planning in order to estimate resources needed for future projects
EXPECTED RESULTS	<ul style="list-style-type: none"> ■ Provide timely and reliable information regarding the financial impacts of capital improvement projects ■ Provide funding for capital projects as directed by Administration and Council

BUDGETED EXPENDITURES

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 162: Capital Reserve					
Program 001: CIP 1					
Revenue					
Beginning Balance	-	2,525,000	3,418,000	3,598,035	4,326,035
Interest Earnings	40,035	-	-	51,000	75,000
Transfers In	4,205,000	2,000,000	2,000,000	2,000,000	1,000,000
Total Available	4,245,035	4,525,000	5,418,000	5,649,035	5,401,035
Expenditures					
Transfers Out	647,000	-	1,323,000	1,323,000	-
Total Expenditures	647,000	-	1,323,000	1,323,000	-
Ending Balance	3,598,035	4,525,000	4,095,000	4,326,035	5,401,035
Program 002: CIP 2					
Revenue					
Beginning Balance	9,531,812	9,439,912	9,439,912	10,455,650	10,629,154
Real Estate Excise Tax	3,155,926	2,250,000	2,250,000	2,750,000	2,500,000
Transfers In	800,000	800,000	800,000	800,000	800,000
Interest Earnings	150,244	156,253	156,253	155,000	210,861
Total Available	13,637,982	12,646,165	12,646,165	14,160,650	14,140,015
Expenditures					
Intergovernmental Payments	500,000	500,000	500,000	500,000	500,000
Transfers Out - Debt Service	2,682,332	3,031,496	3,031,496	3,031,496	3,080,026
Total Expenditures	3,182,332	3,531,496	3,531,496	3,531,496	3,580,026
Ending Balance	10,455,650	9,114,669	9,114,669	10,629,154	10,559,989
Program 004: CIP 4					
Revenue					
Beginning Balance	8,129,133	4,337,040	10,347,560	10,132,738	6,352,669
South Precinct Rental	170,855	198,081	198,081	178,000	183,340
Other Rental Income	50,085	52,451	52,451	52,451	54,025
Transfers In	2,690,192	2,000,000	2,000,000	2,000,000	-
Total Available	11,040,265	6,587,572	12,598,092	12,363,189	6,590,034
Expenditures					
Transfers Out	907,527	-	6,010,520	6,010,520	-
Total Expenditures	907,527	-	6,010,520	6,010,520	-
Ending Balance	10,132,738	6,587,572	6,587,572	6,352,669	6,590,034
2018 Budget Appropriation					26,131,083

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COMMUNITY HOUSING IMPROVEMENT PROGRAM (CHIP) AND HOUSING AND COMMUNITY DEVELOPMENT PROJECTS FUND 197

MISSION STATEMENT

Fund 197 supports a number of programs including the Community Housing Improvement Program (CHIP), housing rehabilitation, building rehabilitation, and housing development for the City of Everett. The fund is used to preserve and improve Everett's housing stock, enhance the neighborhood environment, and in some cases allow low-income homeowners to remain in their home where they might otherwise be displaced, by:

- Assisting owner occupants and tenants of low to moderate income achieve decent and safe housing.
- Promoting the development, retention and improvement of affordable rental housing and neighborhoods in Everett.
- Improving and enhancing downtown Everett, other business areas and nonprofit facilities through rehabilitation services and loans.

SUMMARY

Expenditure Budget	\$ 1,903,231	FTE's	2.5
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REVENUE DESCRIPTION

- The sources of funds for Fund 197 are the HOME Program through a consortium with Snohomish County, repayments from previous loans referred to as program income from various sources, interest earnings, Snohomish County Housing Trust Fund (HTF 2060), and Community Development Block Grant (CDBG) funds.
- Loan repayments vary from year to year and are unpredictable. For 2018, they are estimated to be \$150,000.
- The Snohomish County Auditor began collecting a surcharge of \$10.00 on instruments recorded within the County in 2002. A portion of these funds is put into the Snohomish County Housing Trust 2060 Fund to be used for development, preservation, operation and maintenance of low-income housing. The City receives an allocation of these funds through an interlocal agreement with Snohomish County signed in 2004. These funds are loaned out to non-profit housing developers and provided to homeless shelters in the community to help with operations.
- HOME Program funds are loaned out to nonprofit housing developers and are used for CHIP owner-occupied housing rehabilitation loans. The source of these funds is the Department of Housing and Urban Development (HUD) passed through Snohomish County under a consortium agreement. City Council has established the CHIP program as the first priority for HOME funds.

INVENTORY OF SERVICES

DEPARTMENT 197/Community Housing Improvement Program (CHIP) ACTIVITY 1 - CHIP Loans

M&O	\$1,543,729
Revenue Offset	(1,543,729)
NET COST	\$0
TOTAL FTEs	0

DESCRIPTION

- Provides funding for rehabilitation of owner-occupied and investor properties to benefit low-income occupants
- Provides funding for development of low and moderate income housing, non-profit agency facilities, and downtown rehabilitation

EXPECTED RESULTS

- Provide decent and safe housing for low to moderate income persons
- Retain and encourage rehabilitation of affordable rental housing
- Promote and maintain the reputation of CHIP with the community and HUD, the funding agency
- Improve neighborhoods and downtown

2017
ACCOMPLISHMENTS

- ◆ Funded rehabilitation of eight owner-occupied projects totaling \$425,898
- ◆ Assisted Parks Department with Garfield Park Picnic Shelter Project bid
- ◆ Funded Housing Hope for the renovation of Kennedy Court, an eight-unit low income housing complex

2018 GOALS

Goal #1

- Fund rehabilitation loan program for low and moderate income homeowners

Goal #2

- Provide continued assistance to non-profit agencies, such as the Boys and Girls Clubs, Housing Hope, and others in the community as needed

Goal # 3

- Develop and implement an affirmative marketing plan designed to promote the CHIP program to more of the Everett community and diverse population

FUTURE TRENDS

- CHIP is likely to continue to receive more residential rehabilitation applications as the economy steadily improves and home values increase.
- The continued increase in regulations and requirements by federal government, Snohomish County, and auditors are making programs more challenging to manage and projects more difficult to complete.
- CHIP will continue to balance using program income from existing loan payments/payoffs and new program funding.

INVENTORY OF SERVICES (Continued)**DEPARTMENT 197/Community Housing Improvement Program (CHIP) ACTIVITY 2 - CHIP Administration**

LABOR	\$311,657
M&O	\$47,845
Revenue Offset	(359,502)
NET COST	\$0
TOTAL FTEs	2.5

DESCRIPTION	<ul style="list-style-type: none"> ■ Administers funding for rehabilitation of owner-occupied and investor properties to benefit low-income occupants ■ Assists non-profit agencies with rehabilitation of facilities that serve low-income clients ■ Advertises program, qualifies applicants and arranges financing through loans and private investment from participating local lenders ■ Inspects properties and develops construction specifications for rehabilitation ■ Administers construction contracts and manages construction of rehabilitation
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EXPECTED RESULTS	<ul style="list-style-type: none"> ■ Provide decent and safe housing for low to moderate income persons ■ Retain and encourage rehabilitation of affordable rental housing ■ Promote and maintain reputation of CHIP with community and HUD, the funding agency ■ Improve and preserve neighborhoods, non-profit facilities and downtown
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2017

ACCOMPLISHMENTS	<ul style="list-style-type: none"> ◆ Managed extensive rehabilitation of eight owner-occupied projects ◆ Provided service to the Everett community by processing loan applications and financial management for home rehabilitation projects ◆ Provided project assistance to the Housing Hope eight-unit low income housing complex renovation known as Kennedy Court ◆ Managed existing loan portfolio including processing loan payoff transactions
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2018 GOALS

Goal #1	■ Manage housing rehabilitation assistance to low and moderate-income homeowners in the City of Everett and the Urban Growth Area
Goal #2	■ Continue rehabilitation loan program for rental properties to create or improve housing affordability to low/very low income tenants
Goal #3	■ Provide assistance to non-profit agencies for property renovations that serve low income citizens and/or tenants
Goal #4	■ Focus program communication outreach to underserved population groups in the City

PERFORMANCE MEASURES

	2016	2017 Est.	2018 Est.
▼ Owner-occupied loans	8 loans 8 dwelling units	15 loans 15 dwellings	15 loans 15 dwelling units
▼ Investor loans (rentals)	0	1	2
▼ Nonprofit loans (housing)	0 loans	1 loan 8 dwelling units	2 loans 2 dwelling units
▼ Nonprofit facility rehabilitation	1	1	1

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Housing Improvement Inspector	2	Administrative Assistant	0.5

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2016	2017	2018
6155	Housing Improvement Inspector	2.0	2.0	2.0
6301	Administrative Assistant	0.5	0.5	0.5
	TOTAL FTE	2.5	2.5	2.5

BUDGET CHANGES

This schedule includes only staffing and new program changes from the 2017 Adopted Budget to the 2018 Proposed Budget. It excludes labor cost changes related to the cost of living, step increases, or employee benefits changes.

		Labor	M & O	
	None			-
	Total	-	-	-

BUDGETED EXPENDITURES

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 197: CHIP Loan Program					
Revenue					
Beginning Cash & Loans Receivable	14,054,682	14,021,308	14,021,308	14,332,449	14,379,661
Grant Revenue	703,159	1,691,402	1,691,402	1,691,402	1,851,349
Interest Earnings	141,042	120,850	120,850	120,850	120,110
Miscellaneous	2,774	1,100	1,100	1,100	1,000
Total Available	14,901,657	15,834,660	15,834,660	16,145,801	16,352,120
Expenditures					
Loan Program Expenditures	244,696	1,416,702	1,416,702	1,416,702	1,543,729
Salaries & Benefits	282,135	300,967	300,967	300,967	311,657
M & O	42,377	48,471	48,471	48,471	47,845
Total Expenditures	569,208	1,766,140	1,766,140	1,766,140	1,903,231
Ending Cash & Loans Receivable	14,332,449	14,068,520	14,068,520	14,379,661	14,448,889

2018 Budget Appropriation	16,352,120
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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUND 198

MISSION STATEMENT

The Community Development Block Grant Program (CDBG) is a federal grant received and administered by the Department of Planning and Community Development. The mission is to:

- Administer the program according to federal regulations in a timely and professional manner.
- Involve citizens in the decision making process beyond the basic federal requirements.
- Work with agencies, citizens, and other City departments to assure that funds benefit low-income residents in Everett.
- Meet the national and local priorities and objectives in the use of the funds including to end homelessness.
- Expand opportunities and preserve housing for low and moderate-income residents.

SUMMARY

Expenditure Budget	\$ 629,867	FTE's	1.20
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REVENUE DESCRIPTION

Since 1974, the City of Everett has applied for and received Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD). Every year HUD determines the amount of CDBG funding for each community. The allocations run on a fiscal year of July through June.


Funding for the 2017/2018 program year is \$813,967, an increase from \$768,625 last program year. The Community Development Block Grant program traditionally enjoys widespread Congressional support and has been serving low-income residents throughout the country since 1974.


Each year through a public process, the City's Citizens' Advisory Committee for Housing and Community Development formulates a CDBG funding recommendation to the City Council. City Council authorizes the Mayor to apply to HUD for the grant. The application is in the form of an Action Plan, which delineates how all of the appropriated funds are to be spent. The City is also required by HUD to adopt a five-year Consolidated Plan, and the annual Action Plan is required to be consistent with this five-year plan. Each year the City reports to HUD its progress toward the goals and priorities established in the Consolidated Plan by completing a Consolidated Annual Performance and Evaluation Report, or CAPER. The current Consolidated Plan, completed in 2015, is for program years 2015 through 2019. Collaborative work began last fall with Snohomish County, City of Marysville, the Everett Housing Authority, and the Housing Authority of Snohomish County on the Assessment of Fair Housing Report required by and due to HUD August 2019.

INVENTORY OF SERVICES

DEPARTMENT 198/Community Development Block Grant (CDBG) Program ACTIVITY 1 - CDBG Administration








LABOR	\$148,013
M&O	481,854
Revenue Offset	(629,867)
NET COST	0
TOTAL FTEs	1.20

DESCRIPTION  Administers Community Development Block Grants and other funds from HUD according to federal and state regulations




EXPECTED RESULTS  Provides decent and fair housing, a suitable living environment, and economic opportunities to persons of low and moderate incomes

2017




ACCOMPLISHMENTS

-  Met HUD standards for timeliness in expending grant funds
-  Provided funding for low-income public service programs providing emergency housing, domestic violence counseling, family counseling, dental care, transportation, child care, homeless services, elderly services, services for developmentally disabled, food, and clothing and services for children. Funded 23 projects which served over 2,000 low income people.
-  Supported Project Homeless Connect for the ninth consecutive year.
-  Provided funding and technical support for the the City's Garfield Park project, Housing Hope Kennedy Court repairs, and other minor home repairs.
-  Processed Consolidated Plan amendment to reallocate funds for scattered site tenant-based rental assistance to support the Community Streets Initiative goals of providing housing for people experiencing homelessness in the community.
-  Processed Consolidated Plan Amendments to reallocate funds to support Housing Hope HOPEWORKS project, a homeless housing development.
-  Began work with community partners to gather and prepare data for Assessment of Fair Housing Report due August 2019.








2018 GOALS

- Goal #1  Provide services and projects that help improve the condition of low-income and homeless people living in the City of Everett
- Goal #2  Align grant awards with community priorities
- Goal #3  Continue work with community partners to gather and prepare data for the Assessment of Fair Housing Report due August 2019

FUTURE TRENDS

-  Increased pressure on local governments to fund housing and community development programs as less federal funding is available to communities
-  New regulations and approach to those regulations will add significant cost and time to CDBG, HOME and state-funded projects
-  Homelessness has increased from 2015 to 2017 and therefore, increased demand for affordable housing is expected in the near term.

PERFORMANCE MEASURES

	2016	2017 Est.	2018 Est.
 CDBG programs & projects completed	26	23	25
 Housing programs	9	9	10
 Social service programs	14	15	15
 Capital projects	3	4	5
 Annual Action Plan completed	1	1	1
 Consolidated Annual Performance and Evaluation Report (CAPER) completed	1	1	1
 Citizens Advisory Committee for Housing and Community Development	5	5	5

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Planner	1	Program Manager, Housing & Community Development	0.20

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2016	2017	2018
1670	Planner	1.0	1.0	1.0
6152	Program Manager, Housing and Community Development	0.35	0.20	0.20
TOTAL FTE		1.35	1.20	1.20

BUDGET CHANGES

This schedule includes only staffing and new program changes from the 2017 Adopted Budget to the 2018 Proposed Budget. It excludes labor cost changes related to the cost of living, step increases, or employee benefits changes.

FTE	Item	Labor Amount	M & O Amount	Total
	None			-
	Total	-	-	-

BUDGETED EXPENDITURES

	2016 Actual	2017 Adopted Budget	2017 As Amended 9/20/2017	2017 Estimate	2018 Proposed Budget
Fund 198: Community Dev. Block Grant					
Revenue					
Beginning Cash & Loans Receivable	723,429	582,221	582,221	723,730	714,830
Grant Revenue	483,543	891,425	891,425	891,425	629,867
Misc Revenue	408	-	-	-	-
Total Available	1,207,380	1,473,646	1,473,646	1,615,155	1,344,697
Expenditures					
Salaries & Benefits	194,671	152,217	152,217	152,217	148,013
M & O	-	1,000	1,000	1,000	1,117
Operating Grants	277,759	736,209	736,209	736,209	469,906
Interfund Services & Charges	11,220	10,899	10,899	10,899	10,831
Total Expenditures	483,650	900,325	900,325	900,325	629,867
Ending Cash & Loans Receivable	723,730	573,321	573,321	714,830	714,830
2018 Budget Appropriation					1,344,697

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